

**HONOLULU CITY COUNCIL  
NOTICE OF AND REQUEST FOR EXEMPTION  
FROM CHAPTER 103D, HRS**

1. TO: Council Chair, Chief Procurement Officer

2. FROM: Glen I Takahashi, City Clerk

Department/Division/Agency

Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

**3. Description of goods, services or construction:**

The Elections Division's ballot envelope sorter equipment is used to intake, record and validate returned mail ballot envelopes. The item to be procured is a second ballot envelope sorter and associated components that integrate with the Division's system. The equipment shares the same capabilities, proprietary signature verification software, and operating system of the existing Scanner Sorter System procured competitively via RFP-CLK-130001. Also being procured is a combined two year maintenance agreement for both the new and existing scanner sorter.

**4. Name of Vendor: Runbeck Election Services**

Address: 2800 S 36th St, Phoenix, AZ 85034

**5. Price:**

Up to \$275,000 (estimated)

**6.**

Term of Contract: From: Execution To: December 31, 2023

**7. Prior Exemption Ref. No.**

None

**8. Explanation describing how procurement by competitive means is either not practicable nor advantageous to the City:**

A competitive process would not be practicable or advantageous to the City as other equipment/systems would not integrate with the City's existing equipment. A competitive process that yields different system equipment is also not advantageous as the City's current ballot envelope sorter system already features a subscription to third party automated signature verification software that would be rendered unusable on a different platform. A competitive procurement resulting in different equipment would not be advantageous as it would then require a second inventory of spare parts and consumables.

Finally, a competitive process that yields another system is also not practicable or advantageous as best election practices dictate a high degree of consistency (both procedurally and with technology used). A dual system approach is also not practicable in the short term election environment with a limited training window for the seasonal staffing used.

**9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:**

The Office of the City Clerk will ask the vendor to provide a written proposal and negotiations will occur to arrive at a contract that is acceptable and beneficial to the City.

**10. A description of the agency's internal controls and approval requirements for the exempted procurement:**

1. Exemption posted and approved by the Chief Procurement Officer as appropriate.
2. Contract negotiation, cost analysis conducted.
3. Notice of award issued to Runbeck Election Services.
3. Contract reviewed and finalized by Department of the Corporation Counsel.
4. Contract signed by Contractor.
5. Contract executed by City Clerk and Chief Procurement Officer.

**8. Identify the primary staff person(s) responsible for this procurement**

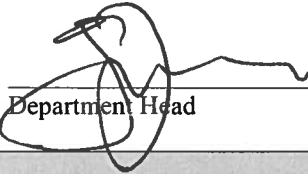
Name	Agency/Division	Phone Number/Email
Tommy Waters	Council Chair	85004 <a href="mailto:tommy.waters@honolulu.gov">tommy.waters@honolulu.gov</a>
Glen Takahashi	City Clerk	88300 <a href="mailto:gtakahashi@honolulu.gov">gtakahashi@honolulu.gov</a>
Chadd Kadota	Dept. Staff Executive Asst.	83831 <a href="mailto:ckadota@honolulu.gov">ckadota@honolulu.gov</a>
Rex Quidilla	Election Administrator	86806 <a href="mailto:rex.quidilla@honolulu.gov">rex.quidilla@honolulu.gov</a>

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

13. Direct inquiries to: Department: Office of the City Clerk  
Contact Name: Rex Quidilla, Elections Administrator  
Phone Number: 808 768-3800  
Fax Number: 808 768-3835

Agency shall ensure adherence to applicable administrative and statutory requirements

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*

  
Department Head

10/20/2021  
Date

Reserved for CPO Use Only

15. Date Notice Posted 10/21/2021

The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to:

Council Chair, Chief Procurement Officer  
Honolulu City Council  
530 South King Street Rm. 202  
Honolulu, Hawaii 96813

Chief Procurement Officer's comments:

☐ APPROVED ☐ DISAPPROVED ☐ NO ACTION REQUIRED

  
Council Chair & Chief Procurement Officer

Date: 11/2/21